



**Department of Health and Human Services
Health Resources and Services Administration
Announces a Senior Executive Service Vacancy**



**SELECTEE, IF NOT PRESENTLY SES, MUST SERVE
A ONE YEAR PROBATIONARY PERIOD**

POSITION: Director, Office of Rural Health Policy

ANNOUNCEMENT #: HRSA-ES-00-03

OPENING DATE: October 2, 2000

CLOSING DATE: November 3, 2000
(Application material must be **received** by the closing date)

SALARY RANGE: \$115,811 to \$130,200 (includes locality pay)

ORGANIZATION: Department of Health and Human Services
Health Resources and Services Administration (HRSA)
Office of the Administrator
Office of Rural Health Policy

LOCATION: Rockville, Maryland

**AREA OF
CONSIDERATION:** All Qualified Individuals

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Wendy Ponton at 301-443-2479. The decision on granting reasonable accommodation will be on a case-by-case basis.

DUTIES AND RESPONSIBILITIES

The Office of Rural Health Policy serves as a focal point within the Department for monitoring rural health issues and coordinating nationwide efforts to strengthen and improve the delivery of health services to populations in rural areas. This office coordinates rural health activities within the agency, within the Department (with particular attention to Health Care Financing Administration programs), and with related activities of other Federal agencies such as the Veteran's Administration, the Department of Agriculture, the Department of Defense, and the Department of Transportation. The Director plays a principal and key role in working with leaders and top officials of the Federal Government, States, state hospital associations, private associations, foundations, and other organizations to act as a catalyst for focusing attention on rural hospitals and rural health care delivery issues. Identifies problem areas regarding rural health policies and programs, particularly of a crosscutting nature, and facilitates their resolution. Directs efforts to collect and analyze information regarding the special problems of rural health care providers and populations.

COMPETITIVE REQUIREMENTS:

(A) Mandatory Technical Qualifications:

1. Substantial experience in the administration and/or management of Federal, State or local health grant programs.
2. Experience demonstrating substantial knowledge in Federal, State or local budget formulation.
3. Experience demonstrating substantial knowledge in program development and policy development relative to rural health.
4. Substantial knowledge of the legislative process.

(B) Mandatory Executive Core Qualifications (ECQs): Candidates must submit a separate narrative response for each of the five executive core qualifications (ECQs) identified below and must cite specific examples in support of their response.

1. **Leading Change:** The ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People:** The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
3. **Results Driven:** Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen:** The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communications:** The ability to explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

(C) Desirable Qualifications:

It is desirable that candidates have:

1. Knowledge of the Medicare/Medicaid policies as it pertains to rural health.
2. Knowledge of rural telemedicine issues.
3. Recognition for outstanding work/contributions to a field pertinent to the mission of HRSA.
4. Writing skills as demonstrated by publications in health-related journals.

EVALUATION METHOD:

All applicants must meet the [Mandatory Technical Qualifications](#) and the [Mandatory Executive Core Qualifications](#) to be eligible for further consideration, and must provide detailed evidence of possession of each of the experience,

knowledge, skill, ability and other personal characteristics requirements and show how and when they were used. This evidence must include clear, concise examples that show level of accomplishments and degree of responsibility. Applications will be reviewed to determine if applicants meet the mandatory qualifications. Rating and ranking to determine the highly qualified candidates will be conducted by a panel of Senior Executive Service (SES) and equivalent executives. The recommending official recommends to the selecting official the applicants believed to be the best qualified for the position based on interviews, references and/or assessment of materials submitted by the applicant.

HOW TO APPLY:

Applicants are required to submit: (1) a resume, curriculum vitae, [Application for Federal Employment \(OF-612\)](#), or former Application for Federal Employment (SF-171), which addresses the requirements indicated in the announcement; (2) a narrative statement that addresses the [Mandatory Technical Qualifications](#); (3) a narrative statement that address the each of the five (5) [Executive Core Qualifications](#) (ECQs). Current members of the career SES, former career SES members with certification of their executive qualifications, and SES Career Development Program Graduates from the Office of Personnel Management's Executive Qualifications Review Board need not address the ECQs, but do need to cite examples for the Mandatory Technical Qualifications

Candidates should submit a narrative statement on a separate page with specific responses to the [Desirable Qualification](#) in this announcement. Failure to submit your narrative response to the [Desirable Qualifications](#) for this job may negatively affect your eligibility and/or rating for this position.

All application must be sent to the address below:

HRSA Office of Human Resources and Development
Room 14A43, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857
Attention: Wendy Ponton

Applications may also be sent via e-mail to wponton@hrsa.gov. Further information regarding this vacancy may be obtained by calling Ms. Ponton at 301-443-2479.

PHS Commissioned Officers interested in performing the duties of the position within the Commissioned Corps may submit a curriculum vita or resume to the above address. Work experience, education, etc., must be described to clearly show that the mandatory qualifications required for the position are met.

A one-year probationary period must be served by the individual selected if not currently or previously in the career Senior Executive Service.

All application forms are subject to the provisions of the privacy act and become the property of DHHS.

SELECTION FOR THIS POSITION WILL BE BASED SOLELY ON MERIT, WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, DISABILITY, AGE, SEXUAL ORIENTATION OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

****HRSA IS AN EQUAL OPPORTUNITY EMPLOYER****